



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to  
✓ Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334,  
Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Public Service Commission Transportation Rates & Services Division 1007 Virginia Ave., Suite 300 Hapeville, Georgia 30354	Application Number 83-882	
Application Number		Date Received <u>Aug 11 1983</u> Date Completed <u>Nov 2 1983</u>	
2. Person to Contact Susan Davis		Working Title Principal Secretary IV	Telephone Number 761-0775
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970 Latest <u>Present</u> <u>1982</u>		5. Records Series Title (followed by title used in office, if different) Motor Carrier Tariffs	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?  See attached for description in detail.	
7. Record Series Description Documents relating to:  Included are:		This file contains the following documents (include form numbers and titles, if any): <u>Attaching samples of the file.</u> Analyzing tariffs filed by Intrastate motor carriers which describe The rates and charges, scope of operations, commodities hauled, etc.  Tariffs for Motor carriers who have authority to operate in Georgia and have filed a tariff showing the above. Included are Class "B", Class "E", Mobile Homes, Class "M", Class "P", Class "C" and Stone Tariffs.	
File is arranged:		Alphabetically. by name of company.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>seldom</u> ; Seven to twelve months old <u>seldom</u> ; Thirteen to twenty-four months old <u>almost</u> <u>almost</u> twenty-five months and older <u>never</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>1</u> ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	6	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then  
☐ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☒ Other (Specify)

When tariff is cancelled or superceded, remove from active file and place in inactive file; cut off inactive file at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 5 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Horace F. Hartley</i>	8-1-83	<i>Don Muller</i>	8-10-83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
State Auditor/Designee		Date	
Secretary of State/Designee		Date	
Attorney General/Designee		Date	
		Date	